

**Sexual Harassment Prevention**

The Board of Trustees of the Billings Public Schools is committed to provide a positive and productive environment free from sexual harassment. The Billings Public Schools will not tolerate sexual harassment in any form.

"Sexual Harassment" means: a) sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act; and b) unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. An intimidating, hostile, or offensive working environment includes unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes an employee feel uncomfortable in the workplace; or any aggressive, harassing behavior in the workplace or that affects the workplace, whether or not sexual in connotation, is directed toward an employee based on the employee's sex.

Reporting procedure: Employees who believe they are being subjected to sexual harassment by anyone connected with their work should report the matter promptly to their immediate supervisor or to the first level supervisor who is not involved in the alleged harassment; or to the Billings Public Schools' Equity Coordinator.

No student, staff, group or organization will suffer a reprisal or reduction in status as a result of having presented a grievance for review or having represented someone in a grievance.

